

INSTRUCTIONS TO FILE YOUR FORMS ELECTRONICALLY

You can use this file to complete your data sheets and submit your data sheets by e-mail. My e-mail address is: WayneK@dnr.state.la.us

If you have more than one project or more than one year to file, they can be put into **one file** by inserting a worksheet for each one:

- ? **Save the blank sheet on your hard drive.**
- ? Choose "Insert" in the menu.
 - Choose "Worksheet"
 - ! a blank worksheet will appear
- ? Return to the original worksheet with the form by clicking on the "TAB" at the bottom that says "Enhanced Recovery Data Sheet."
- ?
 - Highlight the page by clicking on the BLANK uppermost left corner
 - ! above "1" and beside "A"
 - Choose "Edit" in the menu
 - ! Choose "Copy."
- ? Return to the blank worksheet by clicking on the "TAB" at the bottom that says "Sheet1."
- ?
 - Choose "Edit" in the menu
 - ! Choose "Paste"
 - * the form will appear on the blank page
- ? Repeat this procedure for however many projects you have or years to report.
- ? Double Click on the "TABS" at the bottom (Sheet1, Sheet2, etc.)
 - Enter the Project Number (i.e.: B001, B0123, A0453, etc.)
- ? Fill out the information for each project
- ? Rename the file and "Save As" your company name. (i.e.: BigOilProductionCo)
- ? E-mail the file to the address given above.

You now have the blank saved for future use, and the projects saved with its own filename. If the file size is too large to e-mail, split it into a couple of files and e-mail each individually. The normal e-mail size limitation is about 500 KB. If you have any questions please call me at (225) 342-6105.

Wayne Klock, Office of Conservation, Engineering Division

Additional Note: The "Print Page" macro has been removed due to e-mail restrictions. Print normally.

OFFICE OF CONSERVATION
POST OFFICE BOX 94275
BATON ROUGE, LOUISIANA 70804-9275
ENHANCED RECOVERY ANNUAL DATA SHEET

YEAR: _____
PROJECT NO: _____
CODE: _____
CODE: _____
LUW CODE: _____

OPERATOR: _____
FIELD: _____
PROJECT DESIGNATION: _____

I. DATE INJECTION INITIATED: _____
II. PRODUCTION PRIOR TO INITIATION OF INJECTION:

	BBLS. OIL	MCF NATURAL GAS	BBLS. WATER	OTHER *
1) Cumulative Production of previous years	_____	_____	_____	_____
2) Annual Production	_____	_____	_____	_____
3) Cumulative Production	_____	_____	_____	_____

III. PRODUCTION SINCE INITIATION OF INJECTION:

	BBLS. OIL	MCF NATURAL GAS	BBLS. WATER	OTHER *
1) Cumulative Production of previous years	_____	_____	_____	_____
2) Annual Production	_____	_____	_____	_____
3) Cumulative Production	_____	_____	_____	_____

IV. TOTAL OF CUMULATIVE PRODUCTION:

	BBLS. OIL	MCF NATURAL GAS	BBLS. WATER	OTHER *
1) Total Cumulative Production	_____	_____	_____	_____

V. INJECTION VOLUMES:

	BBLS. OIL	MCF NATURAL GAS	BBLS. WATER	OTHER *
1) Cumulative Injection of previous years	_____	_____	_____	_____
2) Annual Injection	_____	_____	_____	_____
3) Cumulative Injection	_____	_____	_____	_____

* INDICATE TYPE IN BBLS. OR MCF

VI. AVERAGE INJECTION (rate/day): _____ @ _____ psi
VII. LATEST RESERVOIR PRESSURE (psia): _____ DATE: _____
VIII. LATEST ESTIMATE OF ULTIMATE RECOVERY _____ BBLS. DATE: _____
IX. NUMBER OF PRODUCING WELLS: _____ NUMBER OF INJECTION WELLS: _____

REMARKS: _____

PERSON TO BE CONTACTED SHOULD QUESTIONS ARISE CONCERNING THE ABOVE:

NAME: _____ PHONE NO. _____
ADDRESS: _____

Note: This is an active project according to Office of Conservation records. If this project was abandoned during the year of this report and cancellation is desired, a request in accordance with Office of Conservation Memorandum on Secondary Recovery Projects dated January 15, 1985 must accompany this request.